

**MONTANA LOCAL TECHNICAL ASSISTANCE PROGRAM**  
**FIFTH & CLOSING FINANCIAL REPORT**  
**JULY AND AUGUST 2003**

Prepared by  
STEVEN V. JENKINS  
of the  
LOCAL TECHNICAL ASSISTANCE PROGRAM

Prepared for the  
STATE OF MONTANA  
DEPARTMENT OF TRANSPORTATION  
RESEARCH PROGRAM  
in cooperation with the  
U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL HIGHWAY ADMINISTRATION

The opinions, findings and conclusions expressed in this publication are those of the authors and not necessarily those of the State of Montana, Department of Transportation or the Federal Highway Administration.

## CONTRACT REQUIREMENTS

### *GENERAL*

The LTAP staff currently consists of Steven V. Jenkins, Director; Donnetta Bohrman, Program Coordinator and Michele Beck, Graphics Technician.

#### *Task A – Compile and Maintain a Mailing List*

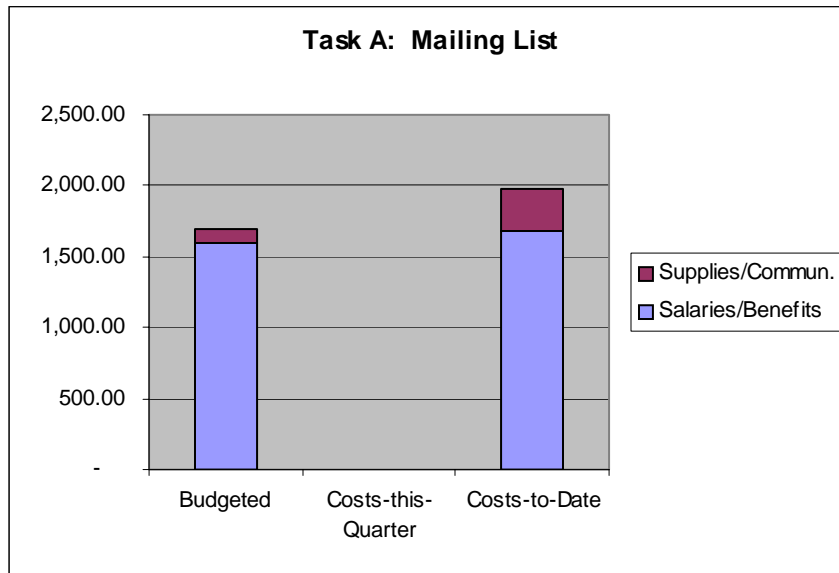
Changes to the mailing list this quarter came from quarterly newsletter and address change forms, workshops, and telephone calls to the LTAP Center. **No changes reflected in this final financial report.**

**Table 1: Mailing List (as of August 31, 2003)**

Category	Prior Count	Additions Or Deletions	Current Count
Federal	201	0	201
State	254	0	254
County	366	0	366
City	304	0	304
Tribal	28	0	28
Private	338	0	338
Other	39	0	39
<b>Total</b>	<b>1531</b>	<b>0</b>	<b>1531</b>

Figure 1 and Table 2 show the amount of monies budgeted for this task versus the costs-to-date (in direct costs).

**Figure 1. Mailing List Budget vs. Costs-to-Date**



**Table 2: Mailing List Budget Summary**

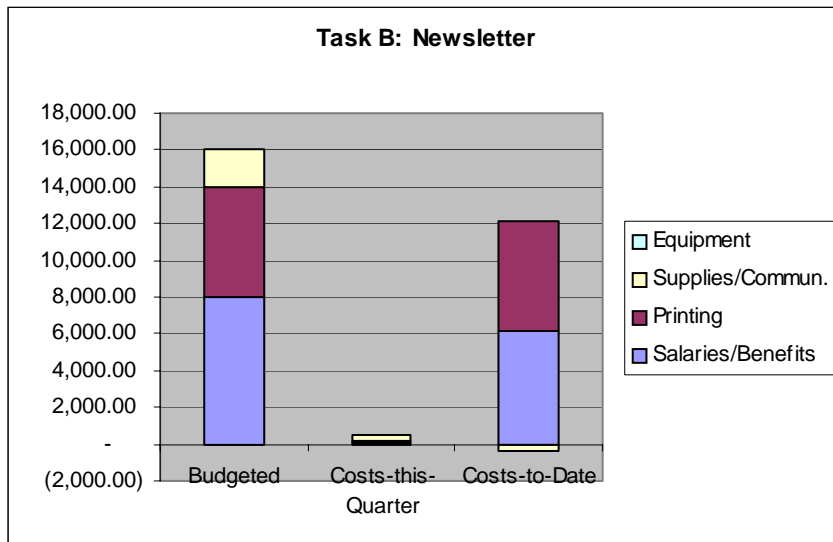
Cost Categories	Quarterly Budget	Fifth Quarter Actual Charges	1 Year Budget	Year-to-Date Actual Charges
Salaries/Benefits	\$400.00	0.00	\$1,600.00	1676.13
Supplies/Communications	25.00	0.00	100.00	301.82
<b>Total Direct Costs</b>	<b>\$425.00</b>	<b>\$0.00</b>	<b>\$1,700.00</b>	<b>\$1,977.96</b>

***Task B – Publish a Quarterly Newsletter***

Approximately .4% of the Director’s time in July was spent publishing the upcoming Newsletter.

Figure 2 and Table 3 show the amount of monies budgeted for Task B versus the costs-to-date (in direct costs).

**Figure 2: Newsletter Budget vs. Costs-to-Date**



**Table 3: Newsletter Budget Summary**

Cost Categories	Quarterly Budget	Fifth Quarter Actual Charges	1 Year Budget	Year-to-Date Actual Charges
Salaries/Benefits	\$2,000.00	\$24.69	\$8,000.00	\$6,148.84
Printing (professional svc.)	1,500.00	179.60	6,000.00	6,008.46
Supplies/Communications	500.00	300.89	2,000.00	-330.25
<b>Total Direct Costs</b>	<b>\$4,000.00</b>	<b>\$505.18</b>	<b>\$16,000.00</b>	<b>\$11,827.05</b>

### ***Task C – Provide Technology Transfer Materials***

The number of publications mailed this quarter is listed, by category of requesting party, in Table 4. **No changes reflected in this final financial report.**

**Table 4: Publications (August 31, 2003)**

	<b>FHWA Publications</b>	<b>SHRP Publications</b>	<b>Other Publications</b>
<b>Total</b>	<b>0</b>	<b>-</b>	<b>0</b>

Software mailed this quarter is shown by category of requesting party in Table 5. **No changes reflected in this final financial report.**

**Table 5: Software (August 31, 2003)**

<b>Agency</b>	<b>Orders Per Agency</b>	<b>Total Software Sent</b>
<b>Total</b>	<b>0</b>	<b>0</b>

The total number of videotapes mailed this quarter by category of requesting party is shown in Table 6. **No changes reflected in this final financial report.**

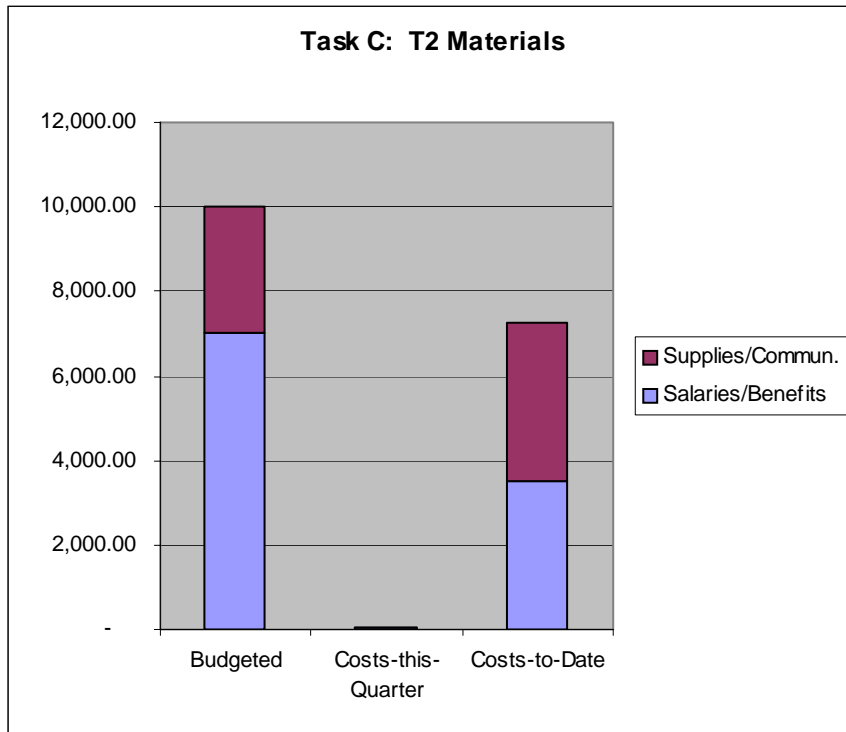
**Table 6: Videotapes (August 31, 2003)**

<b>Agency</b>	<b>Orders Per Agency</b>	<b>Total Videotapes Sent</b>
<b>Total</b>	<b>0</b>	<b>0</b>

Approximately .4% of the Director's time was spent on this task during the quarter.

Figure 3 and Table 7 show the amount of monies budgeted for Task C versus the costs-to-date (in direct costs)

**Figure 3: Technology Transfer Materials Budget vs. Costs-to-Date**



**Table 7: Technology Transfer Materials Budget Summary**

Cost Categories	Quarterly Budget	Fifth Quarter Actual Charges	1 Year Budget	Year-to-Date Actual Charges
Salaries/Benefits	\$1,750.00	\$24.69	\$7,000.00	\$3,506.51
Supplies/Communications	750.00	0.00	3,000.00	3,727.04
<b>Total Direct Costs</b>	<b>\$2,500.00</b>	<b>\$24.69</b>	<b>\$10,000.00</b>	<b>\$7,233.55</b>

### ***Task D – Provide Information and On-Site Technical Assistance***

The Director spent 6.5% of his time providing technical assistance during this quarter.

Figure 4 and Table 8 show the amount of monies budgeted for Task D versus the costs-to-date (in direct costs).

Figure 4: Information/Technical Assistance Budget vs. Costs-to-Date

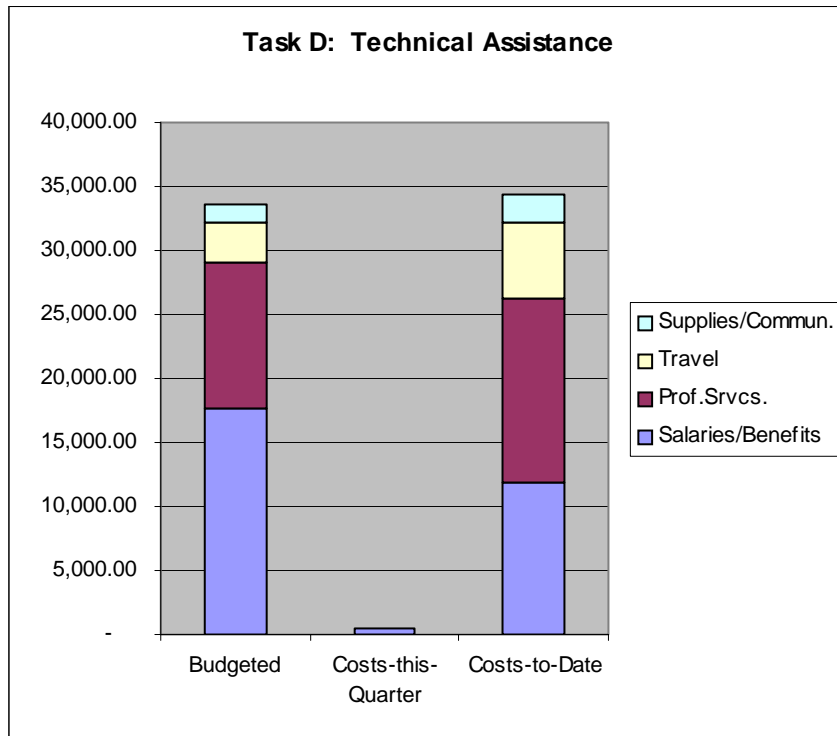


Table 8: Information/Technical Assistance Budget Summary

Cost Categories	Quarterly Budget	Fifth Quarter Actual Charges	1 Year Budget	Year-to-Date Actual Charges
Salaries/Benefits	\$4,407.50	\$419.65	\$17,630.00	\$11,841.84
Professional Services	2,875.00	0.00	11,500.00	14,401.41
Travel	750.00	0.00	3,000.00	5,885.42
Supplies/Communications	350.00	0.00	1,400.00	2,234.17
<b>Total Direct Costs</b>	<b>\$8,382.50</b>	<b>\$419.65</b>	<b>\$33,530.00</b>	<b>\$34,362.84</b>

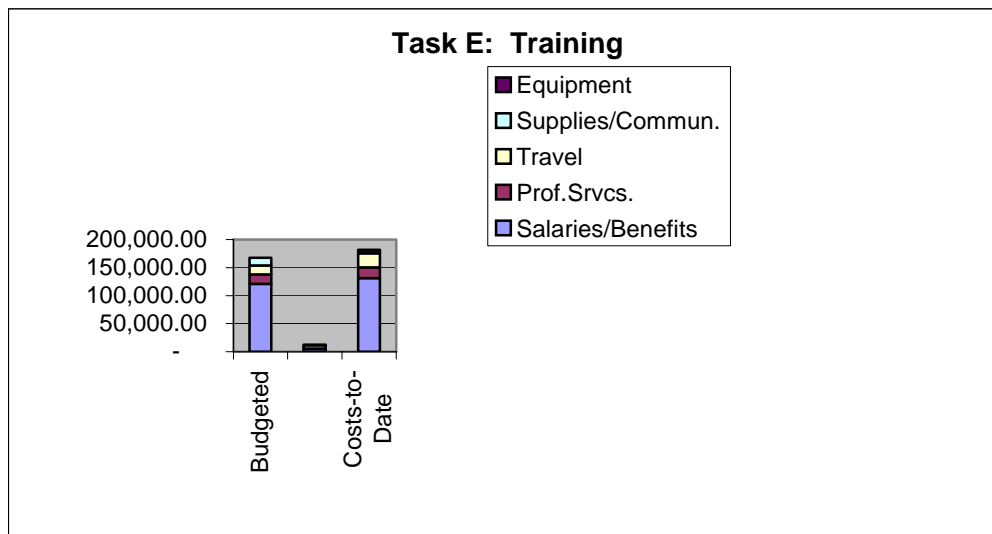
### ***Task E – Conduct or Arrange Seminars/Training Sessions***

Workshops conducted in July and August 2003 will be reflected in the First Quarterly Report for 2003-2004.

Approximately 81.8% of the Director's time was spent arranging seminars/training sessions.

Figure 5 and Table 10 show the amount of monies budgeted for Task E versus the costs-to-date (in direct costs).

**Figure 5: Seminars/Training Sessions Budget vs. Costs-to-Date**



**Table 10: Seminars/Training Sessions Budget Summary**

Cost Categories	Quarterly Budget	Fifth Quarter Actual Charges	1 Year Budget	Year-to-Date Actual Charges
Salaries/Benefits	\$30,144.00	\$5,233.48	\$120,576.00	\$131,264.97
Professional Services	4,375.00	625.00	17,500.00	18,928.78
Travel	3,971.75	5,471.34	15,887.00	25,050.27
Supplies*/Communications	3,458.50	1,031.21	13,834.00	5,596.76
Equipment		0.00		1,063.10
<b>Total Direct Costs</b>	<b>\$41,949.25</b>	<b>\$12,361.03</b>	<b>\$167,797.00</b>	<b>\$181,903.88</b>

\*Supplies include conference services costs related to workshops/seminars.

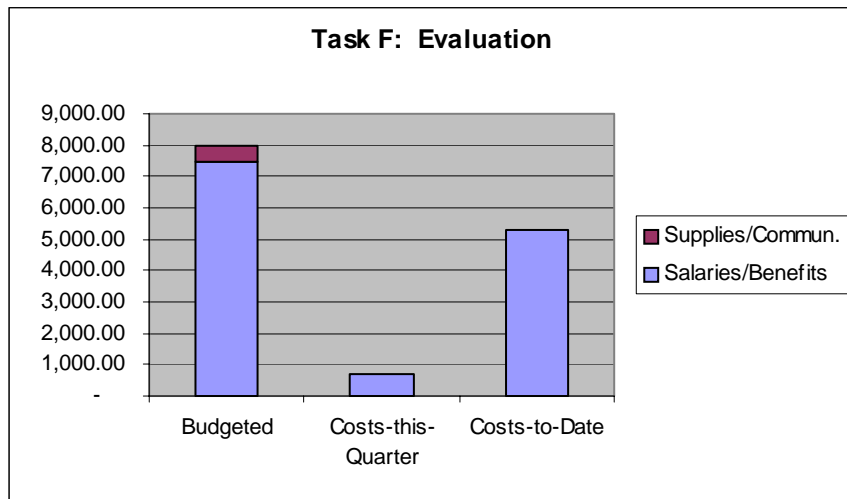


### ***Task F – Evaluation***

Approximately 10.8% of the Director's time was spent on evaluation.

Figure 6 and Table 11 show the amount of monies budgeted for Task F versus the costs-to-date (in direct costs).

**Figure 6: Evaluation Budget vs. Costs-to-Date**



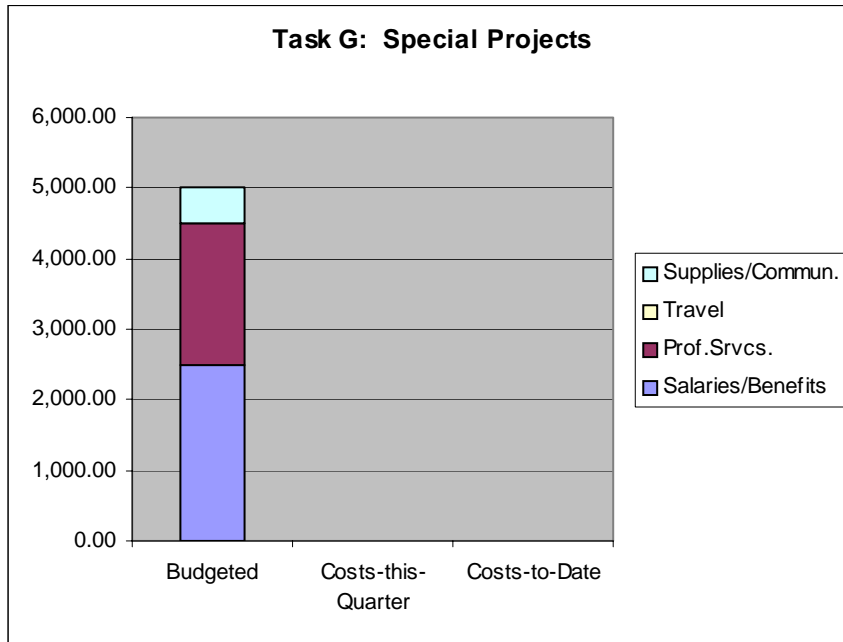
**Table 11: Evaluation Budget Summary**

Cost Categories	Quarterly Budget	Fifth Quarter Actual Charges	1 Year Budget	Year-to-Date Actual Charges
Salaries/Benefits	\$1,875.00	\$694.50	\$7,500.00	\$5,275.36
Professional Services	250.00		1,000.00	
Supplies/Communications	125.00		500.00	
<b>Total Direct Costs</b>	<b>\$2,250.00</b>	<b>\$694.50</b>	<b>\$9,000.00</b>	<b>\$5,275.36</b>

### ***Task G – Special Projects***

**No changes in this final report.**

**Figure 7: Special Project Budget vs. Costs-to-Date**



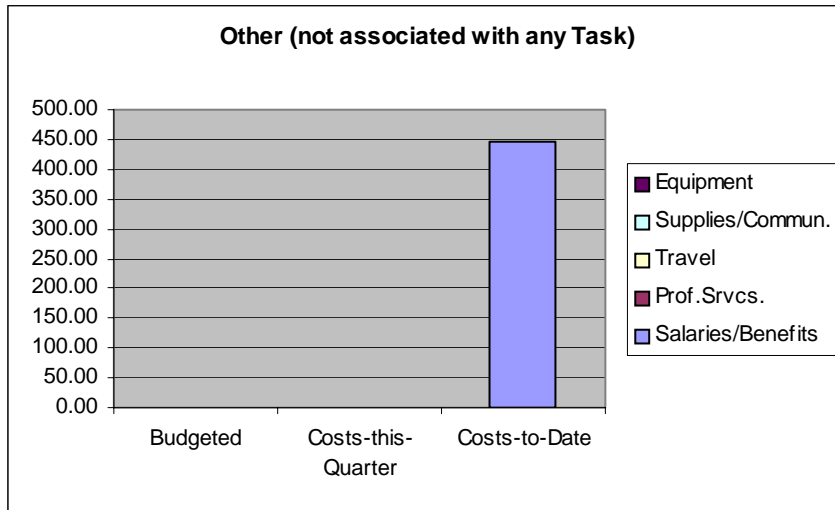
**Table 12: Special Project Budget Summary**

Cost Categories	Quarterly Budget	Fifth Quarter Actual Charges	1 Year Budget	Year-to-Date Actual Charges
Salaries/Benefits	\$625.00	0.00	\$2,500.00	0.00
Professional Services	500.00	0.00	2,000.00	0.00
Travel	0.00	0.00	0.00	0.00
Supplies/Communications	125.00	0.00	500.00	0.00
<b>Total Direct Costs</b>	<b>\$1,250.00</b>	<b>\$0.00</b>	<b>\$5,000.00</b>	<b>\$0.00</b>

## Other Costs

No changes in this final report.

**Figure 13: Other Costs Budget**



**Table 13: Other Costs**

Cost Categories	Quarterly Budget	Fifth Quarter Actual Charges	1 Year Budget	Year-to-Date Actual Charges
Salaries/Benefits	\$0.00	0.00	\$0.00	\$446.38
Professional Services	0.00	0.00	0.00	0.00
Travel	0.00	0.00	0.00	0.00
Supplies/Communications	0.00	0.00	0.00	0.00
Equipment	0.00	0.00	0.00	0.00
<b>Total Direct Costs</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$446.38</b>

## BUDGET SUMMARY BY CATEGORY

### *Fifth & Closing Report 2003*

Direct Costs	Quarterly Budget	Fifth Quarter Actual Charges	1 Year Budget	Year-to-date Actual Charges
Salaries/Benefits	\$41,201.50	\$6,397.01	\$164,806.00	\$160,160.02
Professional Services	9,250.00	804.60	37,000.00	39,338.65
Travel	4,971.75	5,471.34	19,887.00	30,935.69
Supplies/Communications	5,333.50	1,332.10	21,334.00	11,529.54
Equipment		0.00		1,063.10
<b>Total Direct Costs</b>	<b>\$60,756.75</b>	<b>\$14,005.05</b>	<b>\$243,027.00</b>	<b>\$243,027.00</b>
Indirect Costs	14,493.25	3,340.84	57,973.00	57,973.00
<b>Total Direct and Indirect Costs</b>	<b>\$75,250.00</b>	<b>\$17,345.89</b>	<b>\$301,000.00</b>	<b>\$301,000.00</b>

## BUDGET SUMMARY BY TASK

### *Fifth & Closing Report 2003*

Task	Quarterly Budget	Fifth Quarter Actual Charges	1 Year Budget	Year-to-date Actual Charges
Mailing List	\$ 425.00	\$ 0.00	\$ 1,700.00	\$ 1,977.96
Newsletter	4,000.00	505.18	16,000.00	11,827.05
Technology Transfer Materials	2,500.00	24.69	10,000.00	7,233.55
Information/Technical Assistance	8,382.50	419.65	33,530.00	34,362.84
Seminars/Training Sessions	41,949.25	12,361.03	167,797.00	181,903.88
Evaluation	2,250.00	694.50	9,000.00	5,275.36
Special Projects	1,250.00	0.00	5,000.00	0.00
Other Costs	0.00	0.00	0.00	446.38
<b>Total Cost</b>	<b>\$ 60,756.75</b>	<b>\$14,005.05</b>	<b>\$243,027.00</b>	<b>\$ 243,027.00</b>

## ***SUMMARY***

Spring training always involves preparation for the construction season. Most of the training provided by the MT-LTAP covers constructions, work zones and equipment operations. Education for Drainage, Trenching and basic Surveying was also provided in the courses. These training topics prepared new and seasonal workers as well as improved skills of veteran public officials.

Conservative spending has also allowed some monies to be carried over for several months. This will allow the LTAP center to continue serving during the next year while federal funds are uncertain or delayed. During the final two months on this contract, Workzone Traffic Control, Flagger certification and Drainage courses were taught. Business meetings were held to plan fall and spring trainings for the MACRS organizations. The National LTAP meeting was attended and the Montana LTAP retreat was held.